

**APPENDIX B****Financial Proposal - Worksheet 1****Nursing Home Family Survey**

<b>Fixed Price Work</b>	<b>Contract Year 1</b>	<b>Contract Year 2</b>	<b>Contract Year 3</b>	<b>Option Year</b>
Survey layout and formatting	\$	\$	\$	\$
Design cover letters and envelopes	\$	\$	\$	\$
Fixed printer charges	\$	\$	\$	\$
Sample prep: obtaining from facilities, verifying, cleaning and entering	\$	\$	\$	\$
Sample programming and generation	\$	\$	\$	\$
Manage mailing of surveys	\$	\$	\$	\$
Project updates	\$	\$	\$	\$
Writing analytical programming	\$	\$	\$	\$
Development of weights for analysis, as needed	\$	\$	\$	\$
Running analysis of all items	\$	\$	\$	\$
Developing and distributing facility-specific and statewide reports	\$	\$	\$	\$
Writing the methodological report	\$	\$	\$	\$
<b>Total (for each Year)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

Total for Fixed Price Work (Sum the totals from Year 1, Year 2, Year 3 and Option Year)  
\$\_\_\_\_\_ (A)

**Variable Price Work:**

**Year One**

Price Per Mailed Survey \_\_\_\_\_X Number of Surveys\_\_\_\_\_ = \$\_\_\_\_\_ (B)

**Year Two**

Price Per Mailed Survey \_\_\_\_\_X Number of Surveys\_\_\_\_\_ = \$\_\_\_\_\_ (C)

**Year Three**

Price Per Mailed Survey \_\_\_\_\_X Number of Surveys\_\_\_\_\_ = \$\_\_\_\_\_ (D)

**Option Year**

Price Per Mailed Survey \_\_\_\_\_X Number of Surveys\_\_\_\_\_ = \$\_\_\_\_\_ (E)

**Total for Variable Price Work (B) + (C) + (D) + (E) = \$\_\_\_\_\_ (F)**

## Financial Proposal - Worksheet 2

### Nursing Home Resident Survey

<b>Fixed Price Work</b>	<b>Contract Year 1</b>	<b>Contract Year 2</b>	<b>Contract Year 3</b>	<b>Option Year</b>
Survey layout and formatting	\$	\$	\$	\$
Design cover letters and envelopes	\$	\$	\$	\$
Fixed printer charges	\$	\$	\$	\$
Sample prep: obtaining from facilities, verifying, cleaning and entering	\$	\$	\$	\$
Sample programming and generation	\$	\$	\$	\$
Manage mailing of surveys	\$	\$	\$	\$
Project updates	\$	\$	\$	\$
Writing analytical programming	\$	\$	\$	\$
Development of weights for analysis, as needed	\$	\$	\$	\$
Running analysis of all items	\$	\$	\$	\$
Developing and distributing facility-specific and statewide reports	\$	\$	\$	\$
Writing the methodological report	\$	\$	\$	\$
<b>Total (for each Year)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

Total for Fixed Price Work (Sum the totals from Year 1, Year 2, Year 3 and Option Year)  
\$\_\_\_\_\_ (G)

**Variable Price Work:**

**Year One**

Price Per Mailed Survey \_\_\_\_\_ X Number of Surveys\_\_\_\_\_ = \$\_\_\_\_\_ (H)

**Year Two**

Price Per Mailed Survey \_\_\_\_\_ X Number of Surveys\_\_\_\_\_ = \$\_\_\_\_\_ (I)

**Year Three**

Price Per Mailed Survey \_\_\_\_\_ X Number of Surveys\_\_\_\_\_ = \$\_\_\_\_\_ (J)

**Option Year**

Price Per Mailed Survey \_\_\_\_\_ X Number of Surveys\_\_\_\_\_ = \$\_\_\_\_\_ (K)

**Total for Variable Price Work (H) + (I) + (J) + (K) =** \$\_\_\_\_\_ (L)

### Financial Proposal - Worksheet 3 Rates by Labor Category

#### UNIT WORK:

The offeror shall plan for 10 hours of unit work in Part I, Section 4.8. The offeror shall submit a fully loaded fixed hourly rate, which shall be charged for any unit work, requested by the MHCC. The rate of unit work shall include all indirect costs, overhead, out-of-pocket costs, etc., the offeror expects to incur in connection with the resulting contract other than travel costs. In-State travel costs (including travel to Washington, D.C.) for unit work will not be reimbursed. Out-of-State travel costs for unit work will be reimbursed only for out-of-state travel that has received the prior written approval of the Contract Monitor, and then only up to the maximum rates allowed by State employees. Travel time, however, is not reimbursable. All unit work will be reimbursed only upon the written approval of the Contract Monitor

Unit Work Price = Price for one (1) hour of unit work.

Professional Category	Hours Projected (P)	Unit Work Price (H)	Total (P x H)
	10	\$_____	\$_____ (M)
	10	\$_____	\$_____ (N)
Total for Unit Work (M +N ) =			\$_____ (O)

**Total Contract Price = A + F + G+ L + O = \$ \_\_\_\_\_**

**(Basis of Award)**

**Offeror shall supply a detailed budget to support the total “Basis for Award” Price entered above**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**OFFEROR**

\_\_\_\_\_  
**FEDERAL TAX ID #**

**NOTE #1: The Commission intends to make a Single Award as a result of this solicitation. The Contract that results from this RFP shall be a combination Firm Fixed Price Contract as described in COMAR 21.06.03.02 with respect to the Fixed Work services and an Indefinite Quantity Contract with Firm Fixed Unit Prices as described in COMAR 21.06.03.02 & 21.06.03.06 with respect to the Unit Work services.**

**NOTE #2: The “Total Contract Price” specified above is based on model quantities for the Unit Work services and will be used solely for price evaluation, comparison and selection for recommendation for award. The quantities indicated for Estimated Hours of Unit Work are not a guarantee of any minimum or maximum amounts under this contract and may change at any time during the term of the contract, or renewal option period if exercised. The actual amount to be paid to the Contractor will be calculated using 1) the Firm Fixed Prices specified on the Financial Proposal Sheet for the Fixed Work and Variable Work services, and 2) the actual number of hours authorized and accepted by the Commission for Unit Work.**

**NOTE #3: All Proposed prices entered above are to be fully-loaded prices that include all costs/expenses associated with the provision of services as required by this RFP. The Proposed prices shall include, but are not limited to: Labor, Profit/Overhead, General Operating and all other expenses except as expressly excluded in the RFP specifications. No other amounts will be paid to the Contractor.**

**NOTE #4: Price Per Survey (Variable Price Work): This should be a fully loaded fixed rate which will be charged for each survey completed. The Price Per Survey should include, at a minimum, the following costs:**

- \*Survey format and layout**
- \*Design of cover letters and envelopes**
- \*Fixed printer charges for project set-up, form set-up,**
- \*Obtaining sample from facilities, verifying sample, cleaning and entering sample**
- \*Managing mailing of surveys**
- \*Sample programming and sample generation**
- \*Project updates**
- \*Writing analytical programming using appropriate statistical software**
- \*Development of weights for analysis, as needed**
- \*Running analysis of all items**
- \*Developing and providing the facility-specific and statewide reports**
- \*Writing the methodological report and providing to MHCC**